**Stat 513/IE 530 Group Project Guidelines**

1. **Groups:** Five to six members per group.

2. **Project Topic**: Your group is fairly free to choose a topic subject as long as:

* It doesn’t concern Takata.
* I does not have to be Manufacturing, other topics may in fact be more interesting.
* It is of recent public interest (within last two years preferable).
* It concerns FMEA or other course topics. Concentrate on the process and what happened or did not happen resulting in the failure. Be specific, especially if you make recommendations. For example, what was the problem, why did it occur and what was the solution and/or your recommendations.

3. **Project Report:**  The report should be:

* 8-12 pages in length (excluding references and figures), double spaced, 11 point type (except for titles), 1 ¼ inch margins.

4. **References:** Obviously any project will require researching material created by others.

* Any material included in the report authored by others **must** appear in quotes **and** footnoted with an exact citation (i.e. authorship, page numbers, source including date and issue (if applicable)) in the Reference section at the end of the report.
* **Citations must be original source. Websites are only acceptable if that is the only source available, in particular, if the original source is not available.**
* Paraphrasing the work of others and presenting it as your own is not acceptable.

5. **Presentation:** One or more members of your group will make a 15-20 minute presentation of your results to the class. Usually there is one main presenter. If others are required for demonstration purposes, that is fine. Please make sure and rehearse your presentations beforehand.

6. **Who did what:** At the end of your report, you must say **who contributed what** to the group project.

7. **Reports due TBA. Oral presentations begin Wednesday after Spring Break (in class) and will continue until all have been completed. Flash drives are recommended for presentations. Let me know of any special presentation requirements.**